

**SECRET**

C-O-P-Y



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6 November 1956

**MEMORANDUM TO:** Chief, FE Support Base,   
**THRU** : Chief, Support Branch,   
**FROM** : Records Management Officer  
**SUBJECT** : Preliminary Records Survey

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**I PURPOSE**

To make a preliminary survey of the for the purpose of determining the amount of time and personnel necessary for implementing a Records Management Program.

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**II FINDINGS**

As a result of the survey, an estimated 3100 cubic feet of material is maintained in over 460 pieces of filing equipment in the and areas.

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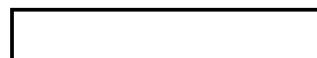
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**III RECOMMENDATIONS**

- a. That a comprehensive records survey be made of all records in the above areas.
- b. That from the information contained in the survey, a records control schedule be prepared, coordinated and approval obtained by all interested components.
- c. That an area be designated as a records storage center and procedures be prepared and implemented to effect the orderly retirement of inactive records.
- d. That a study be made for the installation of the subject numeric file system, as used in Headquarters, to cover administrative and nontechnical files.
- e. To advise and recommend any necessary changes which will provide for an improved Records Management Program.

**IV. PROPOSAL**

If the foregoing recommendations are approved, it is estimated that a team of two records analysts will be needed for a period of at least six months to complete the assignment.



/s/

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MORI/CDF